

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

**4**

May 13, 2003

**FROM:** KEITH LEE, Associate Administrative Officer  
Economic Development/Public Services Group

**SUBJECT:** APPROVAL OF TRAVEL REQUEST

**RECOMMENDATION:** Approve travel request in the amount of \$1,754 for Phil Cothran, Workforce Investment Board member to attend the National Association of Workforce Boards' (NAWB) quarterly Board of Director's meeting in Boston, MA, from May 14, 2003 – May 18, 2003.

**BACKGROUND INFORMATION:** The Workforce Investment Board (WIB) consists of representatives appointed by the San Bernardino County Board of Supervisors from the private and public sectors to oversee the operation of job training programs for eligible residents of the County of San Bernardino, in particular the federal Workforce Investment Act (WIA).

NAWB is guided by a 32-member Board of Directors, composed primarily of Workforce Board chairs and past chairs who oversee job training at the local level. Mr. Cothran was elected to the NAWB Board of Directors in February 2002 and serves as the Chairman on the NAWB Legislative Affairs Committee. As a member of the Board of Directors, Mr. Cothran's participation in the Quarterly Meeting is particularly critical since Congress is reviewing the reauthorization of the Workforce Investment Act.

County Code Section 13.0618 requires Board authorization of travel and expense reimbursement for all members of all County boards, commissions, and committees.

**APPROVAL BY OTHER DEPARTMENTS:** This item has been reviewed by the County Administrative Office – Patricia M. Cole, Administrative Analyst III on April 19, 2002.

**FINANCIAL IMPACT:** The estimated cost for air travel, lodging, and meals is \$1,754. These travel expenses have been budgeted in the Jobs and Employment Services Department's FY 02/03 budget (SAC-JOB).

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's proposal and recommends this action. The cost associated with this item will be financed by the federal Department of Labor WIA program funds that are not in jeopardy. These expenditures will have no local cost to the County.

**SUPERVISORIAL DISTRICT(S):** All Districts.

**PRESENTER:** Keith Lee, Associate Administrative Officer, 387-5425.

Record of Action of the Board of Supervisors

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